

[File Reference]

[Date of Notice]

VIA EMAIL AND REGISTERED MAIL

ATTN: [Recipient Name]
[Designation]
[Organisation]
[Address Line 1]
[Address Line 2]
[Address Line 3]

Dear [Recipient Name]

NOTICE TO PROVIDE INFORMATION UNDER SECTION 10(1) OF THE CYBERSECURITY ACT 2018 (ACT NO. 9 OF 2018) READ WITH REGULATION 4 OF THE CYBERSECURITY (CRITICAL INFORMATION INFRASTRUCTURE) REGULATIONS 2018

The Commissioner of Cybersecurity (the "Commissioner") has, under section 7(1) of the Cybersecurity Act 2018 (Act No. 9 of 2018) (the "Act"), designated the following computer(s) or computer system(s) as a [to delete as necessary] critical information infrastructure ("CII"):

- (a) CII Name: [System Name]
CII File Reference: [CSA Reference #]
Essential Service(s): [Essential Service]
Description: [Functional Description of System]
- (b) CII Name: [System Name]
CII File Reference: [CSA Reference #]
Essential Service(s): [Essential Service]
Description: [Functional Description of System]

2. Pursuant to section 10(1) of the Act read with regulation 4 of the Cybersecurity (Critical Information Infrastructure) Regulations 2018, you are **HEREBY REQUIRED** to provide to the Commissioner the following information relating to each of the CII mentioned in paragraph 1 above:

- (a) the following information on the design, configuration and security of the CII:
- (i) a network diagram depicting every key component and interconnection in the CII, and any external connection and dependency that the CII may have;

- (ii) for every key component in the CII, the following details:
 - (A) its name and description;
 - (B) its physical location;
 - (C) its brand and model;
 - (D) any operating system and version;
 - (E) any key software and version;
 - (F) its internet protocol address and any open port, if the component is internet-facing;
 - (G) the name and address of the operator, if the owner is not the operator;
 - (iii) the types of data processed on or stored in the CII;
 - (iv) the types of mitigation measures that are in place to protect the internet links that the CII may have;
 - (v) the name and contact of every individual having overall responsibility for the cybersecurity of the CII;
- (b) the following information on the design, configuration and security of any other computer or computer system under the owner's control that is interconnected with or that communicates with the CII:
- (i) the name and description of that other computer or computer system;
 - (ii) the physical location of that other computer or computer system;
 - (iii) the name and address of its operator, if the owner is not the operator;
 - (iv) a description of any function provided by that other computer or computer system;
 - (v) the types of data exchanged with the CII;
 - (vi) the operating system and version;
 - (vii) the key software and version;
 - (viii) how that other computer or computer system is interconnected with or communicates with the CII, including the communication protocol of that other computer or computer system with the CII; and
- (c) the name of any outsourced service provider supporting the CII, and the nature of the outsourced service.

Note:

- For information required under paragraph 2 above, fill in the CII Information Record Form available at <https://www.csa.gov.sg/legislation/forms> for each CII.
- Provide an intuitive name to the components (e.g. Web Servers, HMIs).

3. Where you are unable to produce the information required in paragraph 2 above, please state why that is the case and where and from whom, to the best of your knowledge and belief, such information/document(s) may be obtained.

Mode and time for the provision of specified information

4. Where this Notice is directed to a corporation, unincorporated association or partnership, all information provided under this Notice should be provided under cover of a letter with the corporation, unincorporated association or partnership's letterhead signed personally by you or a person authorised to respond on your corporation, unincorporated association or partnership's behalf. The information and documents should be in electronic format where possible, and may be delivered by post, by hand, or via email to:

[Name of Commissioner's / Assistant Commissioner's Agency]
[Mailing address of Commissioner / Assistant Commissioner's Agency]

Attention: [Name of Commissioner's / Assistant Commissioner's Support Officer]
[Designation of Commissioner/Assistant Commissioner Support Officer]
[Email of Commissioner / Assistant Commissioner Support Officer]

no later than [time], [date].

5. You may wish to provide documents to support or supplement your reply to this Notice. You may produce copies of such documents in lieu of originals. Please note that CSA may request to inspect any original document for the purpose of verifying the information or documents provided.

6. For the purpose of this Notice, "documents" refer to all internal and external communications or records produced by you or which are in your possession, whether held in paper, electronic format or any other form. These include (without limitation) all letters, reports, memos, circulars, emails, facsimiles, presentations, minutes of meetings, records of conversation (telephone or otherwise), emails or notes, handwritten or otherwise.

7. Your attention is drawn to section 10(2) of the Act, which makes failing to comply with this Notice without reasonable excuse an offence.

8. Your attention is also brought to section 10(5) of the Act, which states that if any material change is made to the design, configuration, security or operation of the CII after any information has been furnished to the Commissioner pursuant to this Notice, the owner of the CII must notify the Commissioner of the change not later than 30 days after the change is made.

9. If you have any query about this Notice, please contact [Name of Commissioner's / Assistant Commissioner's Support Officer] at [DID] or by email at [Commissioner's / Assistant Commissioner's Support Officer's email address].

Yours sincerely

[Name of Commissioner / Assistant Commissioner]
[Designation of Commissioner / Assistant Commissioner]
[Name of Commissioner's / Assistant Commissioner's Agency]

FOR REFERENCE ONLY